



**King County
ADMINISTRATOR IV
DEPARTMENT OF EXECUTIVE SERVICES
DIRECTOR'S OFFICE
Annual Salary Range \$66,613 - \$84,436
Job Announcement: 04RR4291
OPEN: 5/19/04 – CLOSE: 6/2/04**

WHO MAY APPLY: This position is open to King County career service employees and the general public. Consideration will be given in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to: **500 4th Ave, Room 450, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications not received at the location specified above may not be processed. Contact Anne Brusland at 206-296-3814 with inquiries.**

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/ohrm/jobs/howto.html), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Applications may be obtained at the Human Resource Division, 500 4th Avenue, Room 450, Seattle between 8:30 a.m. and 4:30 p.m., or visit our web site at: <http://www.metrokc.gov/ohrm/jobs/howto.html>.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The typical workweek is 40 hours per week, Monday – Friday.

WORK LOCATION: Bank of America Tower, 701 Fifth Avenue, Seattle, WA.

POSITION SUMMARY: This position oversees a variety of business, financial and communication functions and serves as a key advisor and coordinator for multiple work programs for the Department of Executive Services. Position coordinates, facilitates, and implementing organizational strategic planning and goal setting; prepares annual and long term budgets; oversees internal/external communications efforts; and manages multiple projects which cross division lines in the areas of budget, finance, communications, and personnel.

PRIMARY JOB FUNCTIONS INCLUDE:

- Oversee financial and business management activities performed by divisions within the department and participate in developing and preparing the annual and long-term budget. Authorize expenditures and budget revisions, monitor budget; develop corrective actions; and prepare supplemental appropriations.
- Direct the development and/or conduct quantitative analysis and modeling for research projects and make recommendations based on findings.
- Administer and implement policies and procedures for personnel, purchasing, contracting, communications and other administrative activities.
- Provide quality check of technical work being performed by assigned staff and/or division or department staff.
- Interpret current administrative policies and procedures and participate in the development of these policies and procedures.

- Participate in the investigation and evaluation of human resource issues and concerns and make recommendations on resolutions. May negotiate labor agreements, investigate grievance issues, conduct hearings or render decisions.
- Develop, coordinate and/or implement projects and/or programs to enhance services provided by the operating section/line of business, division or department.
- Direct and/or analyze and assess internal systems and make recommendations on changes or revisions to improve business productivity and performance.
- Represent the department on internal and external task forces and committees.
- Develop and coordinate implementation of internal control policies and procedures.
- Serve as key adviser to department management on business, financial, communication and administrative matters.
- Direct the research and analysis of proposed and current legislation; assess the impacts of legislation and make recommendations; advocate King County's position within established parameters; and provide expert testimony.
- Participate in strategic planning efforts for department.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business, public affairs, political science, or closely related field and 5 years of increasing responsible experience in public sector management or administrative position with an understanding of how to operate within a large bureaucracy and politically sensitive environment; or the equivalent combination of education and experience.
- Exceptional people management, inter-personal and multi-tasking skills, including ability to work productively with all levels of management, staff, employees across division lines and outside agencies under challenging conditions; and ability to lead ad hoc committees to complete projects.
- Demonstrated experience developing division/department budgets and monitoring expenditures and revenues.
- Demonstrated experience using strategic planning techniques and principles to develop business plans and performance measures.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision-making.
- Demonstrated experience using project management techniques and principles to develop and manage work programs or projects.
- Demonstrated knowledge of labor relations employment law; collective bargaining techniques and principles; and personnel administration.
- Excellent oral and written communications including experience preparing press releases, presentations, briefing papers for executive level management and technical reports.
- Demonstrated experience in researching, gathering data, electronic information retrieval, and interpreting information and its application in a government setting.
- Demonstrated competence reviewing, analyzing, and interpreting federal, state policy and providing guidance and recommendations to executive level management.
- Demonstrated experience independently organizing, prioritizing multiple work assignments, meeting deadlines and exercising adaptability to changing priorities while maintaining a positive and professional approach.

- Demonstrated competence in the use of Microsoft Office (spreadsheet, database, and word-processing) software including the ability to prepare charts, tables and graphs.
- Demonstrated experience communicating and working with diverse populations and interest groups.
- Exceptional problem solving, negotiation and conflict resolution skills.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.

UNION MEMBERSHIP: This position is not represented

CLASS CODE: 2810400